

## APPENDIX A – Departmental Lockout Procedure

Equipment Name: Hot water & Steam boilers	Date Written:
Operating Unit:	Date Revised:
Location:	

### **LOCKOUT STEPS**

1. Determine responsibilities – Pre Job Plan.
2. Know the types and magnitude of hazardous energy.
3. Shut down-turn off the equipment.
4. Isolate the equipment from hazardous energy.
5. Apply the lockout – devices/locks.
6. Relieve stored energy.
7. Verify isolation – try to start the equipment.

### **RELEASE FROM LOCKOUT**

1. Remove non-essential materials.
2. Make sure all employees are safely positioned and notified.
3. Remove locks and devices. Personal locks may only be removed by their owners.

*For exceptions follow LO/TO program section 7 (removal of LO/TO devices by other than Authorized Employee).*

**LIST HAZARDOUS ENERGY: Electricity, Potential energy in steam or hot water temperature & pressure, potential energy in fuel source flammable natural gas & oil.**

### **LOCKOUT STEPS:**

*Initial White Blocks*

	VERIFIED	LOCKED	UNLOCKED
1. Notify affected personnel of Lockout, Tag Out as appropriate.			
2. Valve off fuel sources gas & oil Lockout, Tag Out.			
3. Open all electrical disconnects to boiler, controls, pumps, feed water tanks and Lockout, Tag Out. Than Verify isolation- try to start equipment.			
4. If hot water boiler, valve off water supply & Lockout, Tag Out, drain boiler.			
5. If steam boiler, valve off water supply & Lockout, Tag Out Displace steam via relief valve & drain boiler			
6. When work is complete, notify area personnel & remove Lockout, Tag Out			
7. Step 7			
VERIFY ISOLATION – TRY TO START EQUIPMENT			

COMMENTS AND SUGGESTED REVISIONS:

VERIFY JOB IS COMPLETE AND ALL LOCKS HAVE BEEN REMOVED	SIGNATURE:	DATE:	TIME:
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